

HS50-OWI-003

REVISION G

EFFECTIVE DATE: January 26, 2009

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# ORGANIZATIONAL WORK INSTRUCTION (OWI)

HS50

## STAFFING AND INTERNAL PLACEMENT

**APPROVING  
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January 26, 2009

CHECK THE MASTER LIST—  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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## DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	10/29/99	Baseline
Revision	A	07/12/00	Records paragraph revised and expanded.
		05/28/03	Document Review
		09/9/03	Document Review
		03/30/04	Document Review
Revision	B	10/29/04	Revised to bring this directive in compliance with the HQ Rules Review Action (CAITS 04-DA01-0387). Changed "Applicable Documents" area where referencing NPG's and changed to NPR's. Included specific information under 9. Records, Records Retention Schedule. Changed all "wills" to "shall" where appropriately needed.
Revision	C	03/01/05	OWI changed due to reorganization effective 12/12/04. Office title changed from "Human Resources Department" to "Employee Services and Operations Office" and organization code changed from "CD10" to "HS50".
Revision	D	09/22/2006	Various clerical changes
Revision	E	09/20/2007	Various clerical changes
Revision	F	07/17/2008	Combines OWI-003 and OWI-005, clarifies purpose and applicability, bring the Authority, Applicable and Reference Documents listed in compliance with current definitions, adds an Appendix which defines the process, and other clerical changes.
Revision	G	01/26/2009	Revised to remove statements that give direction to persons outside of the Human Resources Services Office. Also revised to delete references to "Employee Services & Operations Office" and replace them with: "Human Resources Services Office."

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## 1. PURPOSE

The purpose of this Organizational Work Instruction is to document the procedures used by the Human Resources Services Office in staffing positions at the Marshall Space Flight Center (MSFC) through internal placement of NASA employees.

## 2. APPLICABILITY

This OWI applies to all MSFC positions in grades GS-1 through GS/GM-15 including MSFC positions located at duty stations other than MSFC. It does not apply to “NASA Excepted” positions, Senior Executive Service positions, any position at a grade level above GS-15, or position filled externally under Delegated Examining Unit (DEU) Operations.

## 3. AUTHORITY, APPLICABLE AND REFERENCE DOCUMENTS

- 3.1 OPM Regulations in Part 335, Title 5 of the CFR(Authority)
- 3.2 The Guide to Personnel Recordkeeping (U.S.O.P.M.)(Authority)
- 3.3 OPM Qualification Standards Handbook (Authority)
- 3.4 The Guide to Processing Personnel Actions (U.S.O.P.M.)(Authority)
- 3.5 NPR 3300.1A Appointment of Personnel To/From NASA(Authority)
- 3.6 NPR 3330.1G NASA Career Transition Assistance Program (Authority)
- 3.7 NPR 3335.1 Internal Placement of NASA Employees (Authority)
- 3.8 NASA STARS HR User’s Guide (Reference)
- 3.9 NASA Desk Guide on Competitive Placement Plan for positions GS-15 and below (including trades and labor position) (Reference)
- 3.10 NASA Desk Guide on Hiring Authorities (Reference)
- 3.11 Union Agreements (Authority)
  - 3.1.1 Marshall Engineers and Scientist Association (MESA) Contract Agreement
  - 3.1.2 American Federation of Government Employees (AFGE) Agreement
- NPR 1441.1 NASA Records Retention Schedule (applicable)

## 4. DEFINITIONS

See Definitions in Authority Documents and Applicable Documents

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## 5. INSTRUCTIONS

- 5.1 MSFC vacancies identified for fill within NASA to include promotions and reassignments shall be filled in accordance with instructional guidance listed in Paragraph 3, Authority, Applicable and Reference Documents.
- 5.2 The Staffing Process at Appendix A details the step-by-step process to be followed.
- 5.3 All vacancies shall be posted in the Inside Marshall's website.

## 6. NOTES

Hiring for external vacancies shall be conducted in accordance with the Interagency Delegated Examining Agreement (NASA 1) between OPM and the National Aeronautics and Space Administration. Vacant positions may be filled from any appropriate source. However, the Human Resources Services Office will typically use case examining procedures, delegated examining procedures, and internal reassignments in filling internal vacancies.

## 7. SAFETY PRECAUTIONS

None

## 8. APPENDICES, DATA, REPORTS, AND FORMS

Appendix A – Staffing Process

## 9. RECORDS

- 9.1 Record Type: Vacancy announcement, certificate of eligibles, selectee, and associated notes are maintained in NASA STARS.  
Responsible Party: Human Resources Staffing Specialist  
Location: Agency NASA STARS Database  
Records Retention Schedule: Data maintained in accordance with NPR 1441.1 NASA Records Retention Schedule Agency Filing Scheme (AFS 3300, Item 12) for two years from the closing date, destroy when two years old. Working folders with similar documents are maintained for the same retention period as well.
- 9.2 Record Type: Signed certificate of eligibles  
Responsible Party: Human Resources Staffing Specialist  
Location: Office of Human Capital Central File Room  
(Bldg. 4200, room 347)

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Records Retention Schedule: Data maintained in accordance with NPR 1441.1 NASA Records Retention Schedule (AFS 3300, Item 12) for two years from the closing date, destroy when two years old.

#### 9.3 Record Type: Offer letter

Responsible Party: Human Resources Staffing Specialist

Location: In Official Personnel Folder (OPF)

Located in the Electronic OPF at <http://eopf.nbc.gov/nasa>

Records Retention Schedule: Official Personnel Folders shall be maintained and disposed in accordance with OPM Guide to Personnel Recordkeeping.

### 10. TOOLS, EQUIPMENT AND MATERIALS

10.1 Federal Personnel Processing System

10.2 NASA STARS

10.3 Recruitment One-Stop

### 11. PERSONNEL TRAINING

None

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## **APPENDIX A**

### **Staffing Process**

References: NASA STARS Users Guide, NPR 3335.1 Internal Placement of NASA Employees, NASA Desk Guide on Competitive Placement Plan, Delegated Examining Operations Handbook, Delegated Examining Unit (DEU) procedures found in HS50-OWI-0006, and Other Regulatory and Implementing Guidance

**(NOTE:** The staffing process steps identified below are all-inclusive, i.e., include Competitive Placement Plan (CPP), Reassignment and DEU actions. Some of the steps obviously will only apply to actions which are subject to DEU.)

#### **Vacancy Identified/Approval to Fill**

- Staffing Plan is evaluated, vacancy identified, by HR Specialist.
- HR Specialist coordinates proposed changes with Workforce Analysts and Administrative Officer as appropriate.
- HR Specialist informs organization that it has authority to fill position (If it is a new GS14/15, approval of the High Grade Position Review Committee must first be obtained.)
- Position Description (PD) is written or changed as required. Amendment sheet provided if needed
- FPPS request (electronic SF52) is received from the originating organization after head count is verified by HS20.

#### **FPPS Data Verified/PD Approved**

- HR Specialist ensures that any new GS14/15 positions are approved by Center High Grade Board
- HR Specialist verifies data fields in FPPS and authorization to fill
- HR Specialist signs PD, prepares 1722, forwards FPPS, and takes package to Staffing

#### **HS50/Staffing - Receive FPPS notification**

- Receive FPPS and package from HR Specialist
- Receive synopsis of major duties from Selecting Official/AO
- If position is GS-7, determine if covered under Luevano Consent Decree

#### **Perform Job Analysis (Complete Guidance in NASA STARS Users Guide)**

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- Review synopsis, PD, and Qualification Standards
- Work further with Selecting Official or assigned Subject Matter Expert (SME) to identify most important duties and job requirements.

### **Develop Draft Vacancy Announcement**

- The Staffing Specialist with input from the manager determines the Area of Consideration.
- Position Title, Series, Pay Plan, and Grade
  - Show NASA Classification Title
  - Show Series and Pay Plan
  - Show low grade/high grade and potential of position
  - Select salary range (Step 1 to 10) from appropriate OPM pay chart
- Open Date/Close Date
  - Generally open announcement for 10 work days
  - May be shorter (or longer) if warranted. If shorter, document decision (See DEU OWI for guidance if fewer than 3 days, or STARS Administrator)
- Duty Location
  - Deselect Huntsville if other location (make sure correct pay chart is used)
- Develop Job Summary
- Under Marketing Summary select appropriate statement
- Under Comments:
  - Add statement regarding length of appointment if Term
  - Add paragraph that reads: To receive consideration, you must submit a resume, AND answer NASA-specific questions. The NASA questions appear after you submit your resume and are transferred to a NASA web site. If you successfully apply, USAJOBS will show your application status as “Resume received – Complete”. If your status is “Application started”, you have not successfully applied. Do not rely on a USAJOBS E-mail to confirm successful application; only an email from NASA confirms successful application.”
  - Add statement, “As identical vacancies are identified, additional selections may be made,” unless job is obviously one of a kind
  - Add specific statement (depending on whether vacancy is being filled internally or externally) regarding Drug Testing Position, if applicable
  - Add statement, if applicable, that successful completion of a security investigation leading to a secret clearance will be required.

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- Add statement, if applicable, that this announcement is for a lateral reassignment only at the GS\_\_ level.
- Under Key Requirements:
  - Leave the pop-up statement and select:
    - (1) Drug Testing statements, as appropriate
    - (2) Successful completion of security investigation, and
    - (3) A one-year probationary period may be required. (If Term position, change “probationary” to “trial”)
    - (4) Select other optional statements depending on requirements in position description
- Under Appointment Type:
  - If Term position, select Full-Time Term Appointment NTE 6 Years (or number requested if other than 6)
- Under Duties:
  - If supervisor, add supervisory paragraph
  - Add duties developed from job analysis/synopsis
- Under Qualification Requirements (General):
  - Select Specialized Experience statement and add specific definition of qualifying experience. Begin the definition of Specialized Experience to read: “Specialized Experience includes, but is not limited to, experience that provided the applicant with knowledge in such areas as....”.
  - Make sure you define each applicable grade level
- Under Qualification Requirements (Education):
  - Select Basic Education Requirements for AST, Accounting, or Contracting positions
  - Make sure you define each applicable grade level
  - Use GS-7 Entry Level Education Requirements only for entry level positions
- Under Other Information:
  - Add sentence regarding payment of relocation expenses
  - If Term position, include statement regarding conversion under NASA Flexibility Act
  - If Term position less than 6 years, add statement regarding possible extension up to 6 years
  - Add paragraph pertaining to Individuals with Disabilities to all external announcements
- Under How to Apply:



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- Add paragraph pertaining to hardcopy resume requirements

### **Review Draft Announcement**

- Staffing sends draft announcement to selecting official and Admin Officer, with cc to HR Specialist, for review and comments

### **Finalize Vacancy Announcement**

- Review recommended changes (if any) and make appropriate revisions

### **Issue Vacancy Announcement**

- Post announcement on USAJOBS
- Notify selecting official, Admin Officer, and cc: HR Specialist of opening and closing dates
- Send e-mail to INTERCOM; Marshall Star with cc to HR Specialist and Susan Cotter

### **Build Requisition in Resumix (See NASA STARS Users Guide)**

- If multiple grade announcement, create separate requisition for each grade level

### **Generate/Refine Skills from Resumix (See NASA STARS Users Guide)**

- Review computer generated skills and delete those that are obviously not applicable
- Forward skills to selecting official, with cc to Admin Officer and HR Specialist for further refining
- Review skills selected (8-15 Basic skills and, of those selected, at least four indicated that are considered Primary). Work with selecting official to add skills desired but not generated by Resumix. When necessary, have selecting official review the skills in the database.
- Document any skill identified as selective factor (should be pre-determined and in job announcement)
- Document selected skills in the Resume Search

### **Application Period**

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- Interested applicants may apply on line via USAJOBS

### **Resume Processing Time**

- Period (8 business hours) after the announcement closes which allows the ROC to process all incoming applications

### **Track Applicants to Requisition**

- Track Quick Applies to requisition next day (or as soon as possible) after ROC processing time
- Query the 10 point veterans list and track those who did **not** Quick Apply (Instructions in STARS Users Guide, Step 8). If more than 1 day elapses before certificate is finalized, re-query the 10 point veteran list.
- Query CTAP/ICTAP applicants and determine if eligible (drop down is under General tab)
- Query for non-competitive applicants and, if any, determine eligibility (drop down is under General tab—High Grade Held-Permanent)
- Determine if there are any Center priority candidates entitled to prior consideration such as those who missed consideration on a previous announcement, and re-promotion, or reemployment eligibles.

### **Validate Skills**

- Review number of skills that applicants on the “match list” possess
- Make an assessment to determine if there is a sufficient number of well-qualified applicants to refer to the Weighting and Referral Tool
- If the number appears to be insufficient, you may need to rework skills, considering such things as applicant summaries and other related skills (document changes in Notes in Requisition) within the Knowledge Base or rearranging Primary/Basic skills, or deleting one or more skills

### **Applicant Review**

- Determine which candidates above should be moved to Weighting and Referral Tool

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- If position is one where compensable veterans float, refer all applicants to Weighting and Referral Tool

### **Document Skills in Weighting and Referral Tool**

- Designate the skills selected as Primary and save
- Select Ratings and Vet Preference, Float/No Float, and change order

### **Review Rating List/Minimum Qualifications**

- Review highly qualified group (score of 90 and above) first and determine eligibility
- If ICTAP candidate applies and is determined not well qualified, obtain review of rating by second staffer

### **Validate List**

- Determine candidates to be referred considering such factors as area of consideration, union contract, agency CPP requirements, and VEOA eligibility on internal announcements and Rule of 3, Tie Breaker, and Veteran's preference on DEU; augment if necessary

### **Issue Certificate of Eligibles to requesting organization**

- If more than 1 day since 10 point veteran query was completed, re-run query and consider any qualified candidates
- Issue competitive certificate and non-competitive certificate (if applicable), with cc to Admin Officer and HR Specialist with 10 day suspense to finalize selection
- Extend and re-issue certificates when requested and approval is granted

### **Select Candidate**

- After the selecting official has reviewed applications, conducted interviews, and made a selection, the Staffing Unit shall receive the certificate with the name of the selected candidate.
- The Staffing Specialist shall (if necessary) coordinate/obtain approval of Veteran passover.

### **Review Selection**

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- Determine that selection was made according to “rule of 3” (if from competitive DE certificate). Document certificate with tie breaker information, if applicable
- Audit certificate
- Document returned certificate in Resumix and add tie breaker notes, if applicable

#### **Issue Offer/Negotiate Incentives/Coordinate with CFO, as appropriate**

- Make verbal offer to selected candidate, contingent upon receipt of documentation required to verify eligibility (veterans preference information, transcript, SF-50, etc.), and inform of drug testing, if required.
- Document offer made in Resumix and ensure notes are up to date
- If verbal acceptance, send e-mail to Selecting Official and Admin Officer requesting name of appointed sponsor be forwarded to Staffing.
- If verbal acceptance, request OF-306 be completed and faxed or mailed as soon as possible; review OF-306 for any potential suitability issues; advise Ursula Patterson
- Follow up with letter confirming verbal offer, requesting completion and return of acceptance/declination memo
- Candidate returns acceptance/declination memo accepting position as offered, with desired reporting date
- Order 201 file (Standard Form 127), if former government employee (should be received before selectee’s entrance on duty to ensure there’s no potential suitability issues; if not may need copies of SF50s to verify eligibility)
- Enter available information into WTTS
- If candidate’s acceptance of offer is contingent on approval of Advanced Step/Flexibility Acts’ incentives, provide guidance and work with Manager to prepare request and process through channels to obtain approval
- Coordinate, as required, travel (FDS, PCS, and Enhanced PCS) and relocation/recruitment bonuses with CFO and assigned organization to ensure funds are available

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- If incentive requested under Flexibility Act, it **must** be approved before establishing employee's reporting date. Caution candidate not to give notice to current employer until approval is received on incentives and drug test results (if applicable) are received

### **Candidate Accepts Offer**

- Amend offer letters where necessary based on approval of advanced step and/or incentives
- Receive acceptance/declination memo from candidate and coordinate reporting date
- Request driver's license number for VMS
- If current government employee, call losing agency (human resources office) for SF75 information and release date (obtain POC from selectee)
- If current NASA employee, call losing Center (human resources office) for release date
- Close out Resumix notes and send notices to candidates

### **Request Drug Testing if Applicable**

- Schedule drug testing through NSSC, if applicable (Testing is generally not scheduled until after negotiation of incentives, you have indication of at least verbal acceptance of amended offer, and a tentative report date. This is based on the info that has to be entered into WTTS.)

### **Establish EOD/Effective Date and Finalize Paperwork/Documentation**

- Clear the reporting date requested by new hire with selecting official. (If promotion/reassignment/transfer action, notify selecting official and AO of the release date obtained on the individual.)
- Obtain signed SOU for Term Appointments and Service Agreements for Bonuses/Incentives and Qualifications Pay, as applicable
- Obtain SOU for Supervisory positions, as applicable
- Send PCS/FDS travel data request to NSSC, as applicable
- Enter employee data into VMS for entrance through Gate
- Send planning information sent to Supervisor, Sponsor, and Admin Officer

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- Update information in FPPS and WTTS, as needed
- Forward FPPS action to HS50 POC assigned to release action to NSSC

### **Finalize Paperwork/Documentation**

- Prepare Cover “Action Processing Sheet” with data required by NSSC on all actions
- Submit PD and 1722 with Cover Sheet to HS50 POC responsible for forwarding actions to NSSC in advance
- Submit new hire paperwork to HS50 POC responsible for forwarding actions to NSSC in advance (through HS50 POC responsible for Security Processing) at least 11 days in advance, consisting of items on our internal Processing Actions Checklist (on share drive, Staffing Folder) to include:
  - OF-306 if from another Federal agency, private industry, or unemployed (not required for reassignments from other NASA centers)
  - Resume with email address
  - Offer letter and acceptance form
  - Documentation of approval on incentives
  - Term SOUs, competitive or non-competitive as required (include Co-ops if assigned to Term, non-competitive)
  - Service Agreements on approved bonuses/incentives/qualifications pay as required
  - Documentation of SCD (NASA Form 700A) when non-Federal service has been approved for credit for annual leave accrual
  - Position description and NASA Form 1722
  - Copy of electronic 52 from FPPS
  - Transcript, verification of veterans preference, if applicable
  - Other required documentation
- If selectee is going into Professional Intern Program (PIP), notify HS10

### **Security Processing**

- Complete OPM checks for background investigation (BI) and e-QIP as applicable; make determination if new hire needs a new or higher investigation as determined by the position description

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- Communicate with the new hire with instructions to complete the background investigation in e-QIP system and instruct him to be fingerprinted for the BI and/or the new PIV badge
- Collect pertinent documents from new hire to complete e-QIP process; review and scan documents; release background investigation to OPM via e-QIP system
- Enter all info (Release date of BI to OPM, verification of fingerprints) into the PIV system; initial adjudication completed which identifies any security issues and elevates, if applicable
- Communicate with the Security Office when the new hire has met requirements for a badge and OPM has received classifiable fingerprints electronically
- Notify the new hire and/or the organization AO that new hire can be badged.
- Perform final adjudication upon receiving Case Closed Transmittal Sheet from OPM through the Security Office

### **Final Actions**

- Send all actions to NSSC in advance
- In-process new hires
- Send final paperwork on new hires to NSSC